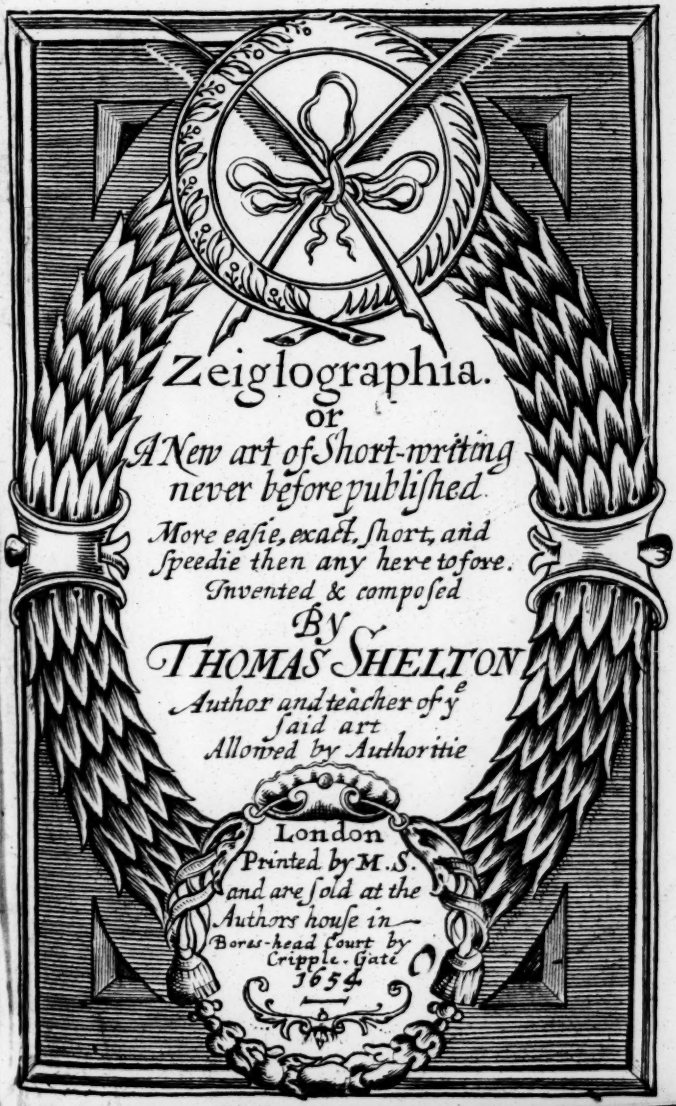

Zeiglographia.
or
A New art of Short-writing never before published
More easie, exact, short, and speedie then any here tofore.
Invented & composed
By
THOMAS SHELTON
Author and teacher of ye
said art
Allowed by Authoritie
London
Printed by M.S.
and are sold at the
Authors house in
Bores-head Court by
Cripple-Gate
1654

58... 331

TO THE

SUPREAM AUTHORITY

OF

ENGLAND.

Thomas Shelton

Wiſheth Heavenly Grace and Earthly Glory.

Right Honourable,

IT *is a ſaying of* Solomon, There is no new thing under the Sun, but that which now is hath been: *I do beleeve it hath a truth concerning this very Art of* Charactery, *which though it were not ſo exact formerly, yet hath run along through all Ages. There ſeemeth to be a hint of it in the placing of the Vowels in the writing of the* Hebrew. *It is reported of ſome of the Fathers in ancient time, that they Preached every day, as* Chryſoſtome *by name, to the people of* Antioch,

och, *whose* Homilies *are yet extant, which could hardly have been transcribed so fast without some help this way. I have seen a Book almost as ancient as Printing, and in the Frontispiece Printed,* This was taken by Characters. *Within this last Century of yeers, diverse men have published severall methods of* Short-writing, *as* Mr Bale, *Dr.* Bright, John *and* Edmund Willis, Wil: Labourer, *and others: And above thirty years since I endeavoured my self to doe somewhat that way, and composed a Booke with the best skill I then had, which by Gods blessing proved beneficiall to many.*

But hearing diverse complaine of some difficulty in my former Rules, and finding my selfe by long experience and practice, it was something short of perfection, though generally accounted more exact then any of the former: I have now at the request of many, by Gods assistance, after long study and paines, composed a New Art, more compendious and exact (I am certaine) then any that was yet brought to light; and so easie, that an ordinary capacity (by Gods blessing) may be able in two houres learning to write any Chapter in the Bible, and to give an account of every word.

How usefull such an Art may prove, may be guessed by the blessing of God bestowed upon my weake

weake endeavours in the former, whereby many thousands by learning and using it have reaped profit and comfort: Whereby also the memory of many worthy Divines, * is perpetuated to Posterity, in their works, by this Art taken, and published, which else had perished with the breath that uttered them. And whereby likewise many Gentlemen and Merchants, and others in forreigne parts have with freedome used Bibles and Testaments written in this Art without feare of bloody Inquisitors.

* Doctor *Preston*, Doctor *Sibs*, Doctor *Day*, and diverse others.

And should the revolution of times bring forth such as the Marian dayes (which God avert) when one small Epistle of the New Testament was at the rate of five pounds, and one Chapter sold for a Load of Hay, how precious then Notes of wholesome Divinity (taken in this Art, now in this Harvest of the Gospel) would be, both those that should have, and those that should want them would know, though in a different manner, they would prove like the Jews Manna on the Sabath, when there was none to be gathered abroad. My desire is, that my paines herein may prove instrumentall for the good of many. I make bold to present it to your Honours (as that poore Persian,

his

his handfull of Water to his King) having no better Gift, humbly craving your Honours favourable construction and protection of it ; and as in duty I stand bound, so by Gods grace I shall continually pray for your Honours happinesse, and acknowledge my selfe

Your Honours

humble Servant.

THO: SHELTON.

TO THE READER.

Reader;

I Doe here preſent thee with a *New Art of Short-Writing*, that was never before publiſhed; and indeed it was my purpoſe that this *Child* ſhould not have been born till the *Parent* had been dead, but it being the abſtract of more then thirty years ſtudy, and practice in this Art, I hope it will not be accounted an untimely birth, to come forth now, eſpecially being in a manner enforced.

Firſt, By the importunity of many, who conceiving ſome difficulty in my former Book (which was as eaſie as I could then make it) deſired me to take ſome paines to invent a more facile way.

Secondly, By the injurious dealing of ſome, who without any right to it, for their owne ſiniſter ends, Printed many thouſands of my former (though very erroniouſly) without my conſent or knowledge, to the great abuſe of thoſe who deſired to learne by them, and with no ſmall damage to my ſelfe.

Thirdly, To encourage the meaneſt capacities to the ſtudy of this Art, this preſent new Book having this to ſay for it ſelfe (and that truly) that it ſurpaſſeth all former wayes of Charactery yet extant,

in { Eaſineſſe, Speed, Plainneſſe,

Firſt,

TO THE READER.

First, In Easinesse in Learning it, this New Art being totally derived from the twenty foure Letters, without charging the memory with any strange Character, either *Symbolicals*, or *Defectives*, or *Collaterals*, as some have called their Rules, whose terms are as ambiguous to ordinary Capacities, as the Characters that stand for them. Nay, I have not in this Art made use of so much as one *Romane* or *Secretary* Letter, except in the Alphabet; so that those that can write no other Hand at all may easily attaine to this.

Secondly, For the Speed in writing, I have endeavoured so to frame the Letters, to fit each with other, that he that seriously shall peruse this Book, shall find that none could be composed to more advantage for Speed.

Thirdly, For the Plainnesse in reading of it (the whole Art being derived from the very Letters, and yet each Character apparently distinguished from other) it is impossible there should be any difficulty that way. I say no more, but commend it to thy endeavour, and Gods blessing upon it, and rest, ready to resolve thee if thou yet make doubt of any thing concerning this Art.

From my House in the Poultry near the Church.

THO: SHELTON.

A New Art of SHORT-WRITING.

CHAP. I.

Of the 24 Letters.

THE 24 *Letters* being the ſole foundation of all the enſuing Rules in this Art, they are firſt to be perfectly learned, according to their forms ſet down in the Copy, that you may be able to make any of them readily, without looking on the Copy. I make but one Character for qu, becauſ in every word where q is uſed, immediatly u followeth it, as in *Queſtion*, *Quantity*, *Quarrell*, *Queen*, and the like.

All the 24 Letters are now ſo framed, as that you need not take off the Pen to the making of any one of them.

The Foure and Twenty Letters.

CHAP.

CHAP. II.

Of the Double Consonants.

HAving perfectly learned the former Letters, you may proceed to the next Rule concerning *Double Consonants.*

All the 24 Letters except the 5 Vowels, are usually called *Consonants* becaus of their aptnesse or fitnesse in the pronouncing and sounding of words; and these are called *Double Consonants,* because there are two of them at the least joined together. The former row are such as usually come in the beginning of words, the latter row in the middle, or ending of words.

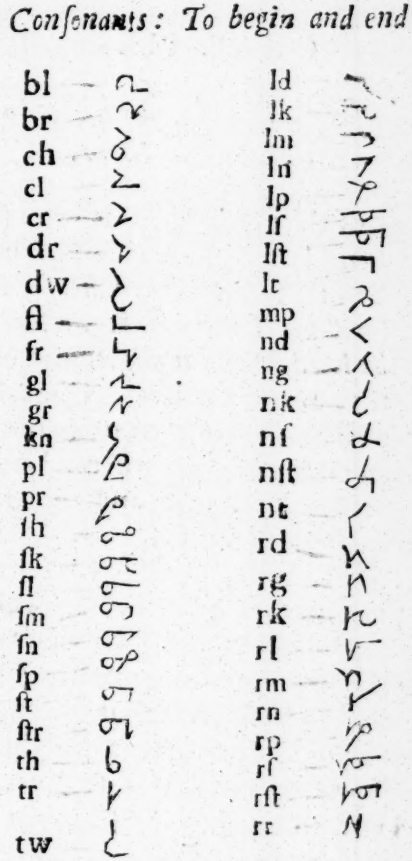
These *Double Consonants* are every one of them made out of the former letters joyned together, concerning the making whereof, you may take notice, that still the second letter is to be join'd where you end the former. As for example, to write the first of them, which is *bl*, the Character for *b* alone is thus (∩) the Character for *l* alone is thus (_) when they are to be joyned together, draw the Character of l from the

foot of b thus (⌒) To write the ſecond, which is br, write b as before (⌒) and then make r out of the ſide of b thus (⌒) To write the next, which is ch, make c, which alone is thus (⌒) and h alone thus (○) when they come together joyne h to c thus (⌒) cl thus (⌒) cr thus (⌒) and ſo of the reſt, as you may perceive in peruſing the Copy of the *Double Conſonants*.

Theſe *Double Conſonants* are no charge at all to memory, being only the Letters of the Alphabet joyned together; therefore after once or twice writing them over, you will be able to make any of them without looking on the Copy.

Double

Double Consonants: To begin and end words.



CHAP.

CHAP. III.

Of the ſingle Vowels, and how to write words with them.

SOme of the ſingle Vowels have ſomtime the ſound of a whole word in them, as *A I O*, A in theſe, *A man, a houſe*, &c. I in theſe, *I will ſay, I will goe*, &c. O in theſe, *O praiſe the Lord, O that it might*, and ſuch like; when they are ſo uſed, the Characters for them muſt be written: But none of the Conſonants, either alone by themſelves, or joined can properly ſound any word without the help of ſome Vowel.

If a word begin with any of the 5 Vowels, the Character of that Vowel muſt be written: As for example, to write the word *At*, write firſt your letter *a* thus (<) then at the foot of *a* joyn *t* thus (⊣) To write *Eb*, make your Character for *e* thus (e) and then joyne *b* to it thus (⊖) to write *In*, make your letter *i* thus (⌈) then joyn *n* at the foot of *i* thus (⌈)

As

As in these,

All Odd

Erre Us

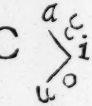
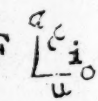
If

and such like.

CHAP. IV.

Of the places of the Vowels.

WHatsoever Letter it is that beginneth a word, the Character of that Letter must be expressed, whether it be Vowell or Consonant: When a Consonant, or Consonants begin a word, their Characters must be written; but the Vowel, or Vowels that follow are not to be expressed by their proper Characters, but are to be understood by certain places assigned them about the Consonants, which places are five, according to the number of the Vowels, and are disposed as you may see by these following *examples*.

B C  F 

The places of the Vowels are constantly about any of the Letters as you see them stand about these.

The place of the first Vowell which is A is evermore just over the head of any Letter thus $\overset{a}{|}$

The place of E is even with the upper part of the Letter towards the right hand, thus $|^{e}$

The place of I just against the middle of any Letter, on the right hand, thus $|^{i}$

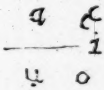
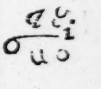
The place of O even with the foot of any Letter towards the right hand, thus $|_{o}$

The place of U just underneath any Letter, thus $\underset{u}{|}$

Some have observed severall places of Vowels behind other Letters, but it hath proved a great hinderance both to speed in writing, and readines in reading what hath been so written.

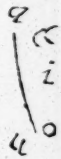
There may be some seeming difficulty in placing the five Vowels about those Characters that lye flat, or that goe on even in the line,

line, as about L and S, which difficulty is eaſily removed, as you may ſee by the Vowels places about thoſe Letters.

L  S 

Where you ſee the place of A is ſtill over the middle of the Letter; the place of U juſt againſt it under the Letter; the place of E a little higher then the upper corner; the place of O a little beneath the lower corner; the place of I juſt againſt the middle of it.

About Characters that are made with ſlope ſtrokes, as N and D, they are to be placed thus:



About any of the reſt of the Letters, the places of the vowels are eaſily obſerved.

CHAP.

CHAP. V.

How to make uſe of the Vowels places.

WHen any Conſonant beginneth a word, the Character of that Conſonant muſt be written (as I ſaid before) and if a Vowel next follow, take off the Pen (as you muſt alwayes doe when you come at a Vowel) and in the place of that Vowell, write the letter, or letters that follow the Vowell, disjoyned from the firſt Conſon: in the Vowels room: As for Example, to write the word *Bad*, firſt write the Character for *b* thus (∩) then the next letter being Vowel *A* whoſe place is juſt over the head of *b*, there write the Letter following A, which is D, disjoyned thus (⌒) To write *Bed*, make your *b* as before, and then in the place of *E*, which is even with the upper corner of B, write D, disjoyned, thus (⌒) To write *Bid*, write *b*, and in the place of *i*, which is juſt againſt the middle of B, ſet D,

diſ-

disjoyned, thus ( ) *Bod* thus, ( ) *Bud* thus ( ) as alſo in theſe.

Ball		Nat	
Bell		Net	
Bill		Nit	
Boll		Not	
Bull		Nut	

and the like.

If two or three Conſonants come together they muſt be all joyned together without taking off the pen, whether it be in the beginning, middle, or ending of words.

In the beginning of words, as for example, to write the word *blame*, bl muſt be joyned thus ( ) as you find them in the Copy of the *Double Conſonants*; then in the place of A write M disjoyned, thus ( ). To write *ſhall*, ſh muſt be joyned thus ( ) then in the place of A write L, thus ( ). To write *flit*, joyne fl thus ( ) then in the place of I write T, thus ( ) as in theſe following,

Braſs

Brafs		What	
Speak		Knit	
Shun		Small	

In the middle a word, as in theſe,

Warlike		Warden	
Burden		Patron	

and the like.

Or in the end of a word, as in theſe.

Dearth	
Wealth	
Word	
Warme	

and the like.

When two Conſonants of one kind come together,

together, as bb cc dd ff ll, or the like, if no Vowell come between, one of them may be omitted, as

for	Commit Affirm Bullet	write	Comit Affirm Bulet

as you ſhall find in *Chap. ult.*

When any word endeth with a Vowell, which maketh a Syllable, that Vowel is underſtood by a prick or period made in the place of it; as for example, to write the word *We*, make your Character for *w* which is thus ( ) and then make a tittle in the place of E, thus ( ) To write *So*, make S thus ( ) and then ſet a prick in the place of O, thus ( )

As in theſe.

May
Be
Die
Lo
Due

and the like.

When Y commeth in the end of a word, write not the Character of Y, but ſet a prick or period in that Vowels place where Y is

founded, which is sometimes the place of A, as in these.

Nay
Pay
Lay

Or in the place of I, as in these.

By
Cry
Why

and the like.

CHAP. VI.

Of Dipthongs, or Double Vowels.

I Assigne no places for Dipthongs, though some observe more places for them then for the single Vowels: which besides the inconvenience in writing has utterly disabl'd many from reading what they have so written, it being not possible to observe 12 or 14 severall places exactly about a small Character: For the avoyding of which inconvenience

nience, I obſerve onely the five places of the ſingle Vowels, and no more.

If any demand how then words ſhall be written, wherein two or 3 Vowels come together?

I anſwer, firſt, if two Vowels come together in the beginning of a word, for the moſt part one of them is ſo lightly ſounded, that it may be omitted, as in theſe.

For	Eagle Aire Eare	write	Egle Are Ere

But if there come two Vowels in the beginning of a word, that muſt of neceſſity both be ſounded, then write the Character of the firſt Vowel, and in the place of the ſecond Vowel, ſet the following Conſonant. As to write the word *Out*, make your Character for O, which is the former Vowel, thus (◡) then in the place of U, which is the latter Vowel, write T, thus (◡ˎ) To write *Oile*, make O as before, and then in the place of I ſet L, thus (◡-) as in theſe.

Our

Our
Oat
Aime

and ſuch like.

Secondly, if two vowels come together in the middle of a word; that is to ſay, when ſome other Letters goe before, then obſerve theſe Ruler.

Firſt, as I ſaid before of two Vowels beginning a word, ſo here oft times one of them doth principally ſound the word, and then the other may be ſpared; as in theſe,

For { Deal, Either, Feoſee, Guilt } write { Dele, Ether, Feffee, Gilt }

Againe, if two Vowels come together in the middle of a word, and the ſound of neither of them can be ſpared (as always when the firſt Vowell belongeth to one ſillable, and the ſecond to another, they muſt both of neceſſity be ſounded) then leave out the firſt Vowel, & write the Character of the ſecond Vowel in the place of the firſt; as for example,

example, to write *Doeg*, write D which is thus (\ ) and then leave out the first Vowel which is O, and in the place of O write the Character of the latter Vowel, which is E, thus (') and then joyn G to E, thus (') To write *Joel*, make the Character for J, which is thus (⌐) the next Vowel being O, leave it out, and in the place of O write the Character of the latter Vowel, which is E, thus (⌐) and then joyne L to E, thus (⌐) as in these.

D al

Ruine

Bias

and the like.

Or else thus, when two Vowels come in the middle of a word, and the sound of neither can be spared; then when you come at the former Vowel make a prick or period in the place of it, and in the place of the latter Vowel write the Character for the Consonant or Consonants that follow: As for example, to write *Quiet*, make first the Character for *qu* which is thus (⌐) then the

former vowel being I, ſet a tittle in the place of it, thus (ꝙ.) then leave out E, which is the latter Vowel, and ſet T disjoyned in the place of it, thus (ꝙ꞉) To write *Poet*, make your Character for P which is thus (ꝑ) then make a tittle in the place of O the former Vowel, thus (ꝑ.) and ſet T disjoyned in the place of E which is the latter Vowel, thus (ꝑ꞉) As in theſe.

Sion
Giant
Riot

and ſuch like.

CHAP. VII.

Of I and V Conſonants.

THe Letters I and V are ſometimes Vowels, and ſomtimes Conſonants, to know when they are ſo, take theſe directions.

I, is alwayes a Vowel, when it goeth immediatly

mediately before any Conſonant, and hath its owne proper ſound, as in theſe.

Fire
Shire
Tire and the like.

And how to uſe it when it is a Vowell, you have directions before, *Chap.* 4, 5.

I, is alwayes a Conſonant in the beginning of a word, when either another I, or any other Vowel follow immediately after it, as in theſe.

Jeſt
Juyce
James
Jew and the like.

Alſo in the middle of a word, it is always a Conſonant when a Vowell cometh next after it in the ſame Syllable, as in theſe.

Project
Subject
Rejoyce and ſuch like.

I, when it is a Conſonant it hath the ſound of G, as you may ſee by the former Examples.

The Letter V is a Vowel when it hath its own proper ſound, as in theſe.

Sure
Pure
Uſurp and the like.

But alway when it commeth before another Vowell in the ſame Syllable, and is ſounded like F but ſomewhat ſofter, it is a Conſonant, as in theſe.

Vigour
Vitall
Veſſell
Voyce and the like.

Whenſoever U is pronounced with the joyning of the upper teeth and the lower lip together, it is a Conſonant.

When J and U are Conſonants, and are thus ſounded, they muſt be expreſt by their proper Characters, as the reſt of the Conſonants, whether it be in the beginning, middle, or end of words.

CHAP.

CHAP. VIII.

Of Prepositions and Terminations to begin and end long words.

Prepositions and Terminations for long words.

Ab		b	Able		bl
circum		rm	ation		cn
com		km	cittie		ct
con		kn	ceive		el
cor		kr	fect		kt
col		kl	ference		te
fall		fl	fication		fi
for		f	fulnes		fs
liber		lb	ject		mt
pre		pr	ing		od
per		p	litie		li
ſub		bs	ment		mn
ſuff		ts	neſs		nm
ſup		ps	ous		oo
tranſ		ns	ſent		ſn
up	v	u	ſerve		ſe
			ſion		ſm
			ſoever		ſo
			ternall		tl
			ther		th
			tent		tn
			ver		ud

The principall end of this Art, being to write much in a little time and room, therefore (although the former Rules are sufficient to expresse any word in any language, yet) for a better help to speed, and exactnesse in the Art, I have made use (though but of few) of some *Prepositions* and *Terminations* for longer words that are most common in use.

And herein I shall save the Learner a great deal of paines; for whereas in my former Book, the *Prepositions* and *Terminations*, as they were more in number, so more difficult to be learned, being meer Marks that had little or no relation to the letters: Now in this new way, I have framed every *Preposition* and *Termination* out of the very Letters themselves, so that with very little labour they will be learned: And that the learner may understand how they be all made out of the 24 Letters, I have set against the Characters, the letters of which they are composed. As for example, the Preposition *Ab*, is the Character B with a tittle in the middest of it, *Circum* is *rm* joyned together, *Com* is made of K and M, *Con* of K and N, and so of the rest, as you may see in the Copy.

CHAP.

CHAP. IX.

How to make use of the Prepositions and Terminations.

THe same Rules are to be observed in using the *Prepositions and Terminations* for longer words, that are formerly set down concerning words of one or two Syllables.

First, if a word begin with any of the *Prepositions*, the Character for that *Preposition* must be set down; if a Consonant follow next, it must be joyned to it without taking off the pen, and then when you come at a Vowell, take off the pen, and set the letter or letters that follow the Vowel, disjoyned in the vowels room: as for example, to write the word *Consume*; make the Character for *Con*, which is thus (ς) the next letter S being a Consonant, must be joyned to *Con*, thus (ς) and then in the place of the following vowel which is U write M disjoyned, thus (ς) To write *Condemne*, write *con* as before, joyn D to the end of it, thus (ς) then write M in the place of E, thus (ς) To write *Sublime*, make your Character

racter for *Sub*, which is thus ( ) joyne L, thus ( ) then write M disjoyned in the place of I, thus ( ) as in these.

Forbid Fortune

Translate Contemn

and the like.

Secondly, if one of the *Prepositions* come to begin a word, and a Vowel come next after it; write down the mark for the *Preposition*, and then take off the pen, and write in the place of the Vowel that which followeth, whether it be a letter or a Termination. As in these,

Correct Commission

Colledg Suffer

and the like.

Thirdly, if two of the Marks, that is to say, a Preposition and a Termination, doe make up a whole word, and no Vowel come between them, they are both to be joyned together without taking off the pen: as for example, to write *Consent*, write your mark for *Con*, thus ( ) then joyn your Termination for *sent* to it thus ( ) To write *Circumference*, write the Preposition for *circum*,

cum, which is thus ( ) then joyn the Termination for *ference*, thus ( ) As in these.

Perceive

Project

Conferve

and the like.

If the word you are to write, have a mark to begin it, and none to end it, then you muſt make up the latter part of the word with the letters: As to write *Commend*, there is a mark for *Com* to begin it, which is thus ( ) but having no mark among the Terminations to end it, you muſt have recourſe to the letters, and ſet *nd* in the place of E, thus ( ) To write *Conſtraine*, you have a mark for *Con* to begin it with, which is thus ( ) but having no mark to end it with, you muſt make it up with the letters; therefore joyn *ſtr* to *con*, thus ( ) and then ſet N in the place of A disjoyned, thus ( ) As in theſe.

Abſtaine

Abſtaine
Commit
Courage

and the like.

If you be to write a word that hath a *Termination* to end it, and no *Prepoſition* to begin it, then you muſt begin it with the letters. As for example, to write *Lament*, you have never a *prepoſition* for *la*, therefore write the letter L, thus (—) and then in the place of A ſet the *termination* for *Ment*, thus (⌒) To write *Father*, make F thus (∟) in the place of A ſet the *termination* for *ther*, thus (∠d)

As in theſe,

Motion
Never
Durable

CHAP.

CHAP. X.

Further Directions for the making the Prepoſitions and Terminations, and for placing the Vowels in longer words.

FIrſt, thoſe letters or *Prepoſitions* that are to begin words, make them ſo, as that you take not off the pen till you come at a Vowel: and write your Characters that begin words, ſo that you may end them towards the right hand (if it may be) that you may more readily joyne what letters ſhall follow.

Secondly, when a letter or mark is to be joyned to that which went before, joyne it to that part where you ended the former letter.

Thirdly, in longer words, the vowels are to be placed about the letter you laſt wrote, if the word be ſuch as goeth forward in the line towards the right hand: As for example, to write *Collect*; firſt write your Character for *Coll*, which is thus ( ) then ſet C disjoyned in the place of E to the latter

part

part of *coll* thus not to the former part of it, thus To write *Submit*, make *sub* thus joyne M, thus then set T disjoyned in the place of I to the last letter M, thus not to the Mark for *sub*, thus .

Fourthly, when a Termination, or ending of a word hath a Vowell for the first letter of it, *Able*, *Ation*, *Ing*, *Ous*, &c. are commonly to be joyned to the letter or mark going before; As in these.

Notable
Vocation
Thing

and the like.

Unlesse there come another Vowel immediatly before the Termination, and then set the Termination disjoyned in that Vowels room: As in these.

Pliable Going
Saying Pious

and such like.

CHAP.

CHAP. XI.

Of the different uſe of Characters that reſemble one another.

YOu ſhall ſomtimes find the ſame Characters ſtand for 2 or it may be 3 ſeverall things: As for example, the ſame which is *Rm*, ſtandeth alſo for *Circum*, and likewiſe for the word *Remember*, but the different uſe maketh it eaſie: When it ſtandeth for *Rm*, as in the Double Conſonants, it alway cometh in the middle or end of a word, and can never be in the beginning. When it ſtandeth for *Circum*, it is alway in the beginning of a word, but can never come to end a word: When it ſtandeth for the word *Remember*, it is always alone by it ſelf without addition of any other letter. So the ſame Character for *Kl*, ſtandeth in the Prepoſitions for *Coll*, and in the words of the Table for *Call*; but may eaſily be diſtinguiſhed, as before. For *Kl* cannot come together to begin a word, *coll* is ordinarily the begining and *call* is a word by it ſelf: And ſo you may conceive of the reſt.

reſt. And this is ſo far from proving inconvenient, that it is a great help; for by remembring any one thing the Character ſtandeth for, the reſt are eaſily brought to minde.

CHAP. XII.

Of uſing Prepoſitions for Terminations, and Terminations for Prepoſitions.

IF any of the *Terminations* come in the beginning of a word, or any of the *Prepoſitions* may ſerve to end a word, you may uſe of the Characters for either: As for example, the Character for *Sent* may ſometimes be uſed as a *Prepoſition*, and ſomtimes as a *Termination*, and ſo the Character for *per* and *ſerve*, and others: As in theſe,

Sentence		Permit	
		Keeper	
Conſent		Service	
Tranſlate		Conſerve	
Entrance			

In

In all which you may obſerve that the *Preposition* in the firſt word, is the *Termination* in the ſecond.

CHAP. XIII.

Of Marks for the Names of all the Books in the Old and New Teſtament.

THough it be little trouble to write the Names of all the Books in the Bible by this Art by rule, without abbreviations; yet becauſe ſome have deſired it, I have contracted them ſomwhat ſhorter, yet every one is made out of the very letters, as you may ſee if you peruſe them; the letters out of wch each Mark is made, being ſet juſt over againſt it: There are four Books, to wit, *Kings*, *Luke*, *John*, *Jude*, that I have ſet no Marks for, becauſe being but each of one Syllable, they are eaſily expreſſed by the ordinary Rule.

Marks

Marks for the Names of the Books in the Bible.

Geneſis		gn	Obad		bd
Exodus		xd	Jonah		ja
Leviticus		lu	Micah		mc
Numbers		num	Nahum		na
Deutron.		dtr	Habak.		hb
Joſhua		ſſ	Zephan.		ze
Judges		dg	Haggie		hg
Ruth		ruh	Zech.		za
Samuel		ſm	Malachi		ml
Chron.		cr	Matth.		man
Ezra		tz	Mark		mrk
Nehem.		nh	Acts		ac
Hester		es	Rom.		rom
Job		Job	Corinth.		kor
Pſalms		mſ	Gal.		gal
Proverbs		pru	Epheſ.		ph
Eccleſiaſt		ek	Phil.		fp
Cantic.		cnt	Col.		elſ
Iſaiah		iſ	Theſſal.		thl
Jeremiah		im	Tim.		tim
Lament.		lmn	Titus		tit
Ezekiel		zk	Philem.		fm
Daniel		Dan	Heb.		hbr
Hoſea		hſ	James		Jam.
Joel		jo	Peter		pt
Amos		am	Revel.		ru

CHAP. XIV.

Of writing three or four, or more words together, as if they were one word.

SOmetimes three or four words, or more may ſo follow one another, as if they were one continued word: As firſt, when two or three, or more words come together that do all end with any Vowel, then the Conſonant that begins the ſecond word may be ſet in the place of the Vowel which endeth the firſt, and the third in the place of the ſecond, *&c.* As in theſe.

Do you ſo to
Do ſo no more
So he may go

Or elſe when the words following begin with any Vowel. As in theſe.

As it is in all our actions
This is of all other Arts
Which is as old as any one
and ſuch like.

CHAP. XV.

Of Marks for uſuall ſhort Sentences.

COncerning ſhort Marks for whole Sentences, tho many deſire to have ſuch, yet I account them but of little uſe; becauſe by the rules preſcribed in this *Art*, any thing may be written word for word, as faſt as it ſhall be treatably ſpoken: And indeed many ſuch Marks cannot well be uſed, becauſe if the ſpeaker vary but one word in the ſentence, either the Mark is uſeleſſe, or elſe the ſpeaker is wronged, by rendring the Sentence in other words then he ſpake it: therefore I have only ſet down Marks to abbreviate a few parts of ſentences which uſually are uttered in the very words as I have ſet them down. And theſe alſo are all of them made out of the very letters of this Art, as you may ſee in theſe.

The

The Church of God	cug
The people of God	pg
The Kingdome of God	kng
The Kingdome of Christ	kng
The Kingdome of Heaven	kng
The Kingdome of Satan	kng
The Joyes of Heaven	iy
The torments of Hell	rmh
The power of God	prg
The truth of God	tog
The mercy of God	mrg
The wisdome of God	wsg
The glory of God	glg
The honour of God	ong
The justice of God	isg
The love of God	lug
The fear of God	fg
The word of God	rdg
The works of God	rkg
That is to say	t t
As if he should say	asf
As if it were	sfr
Jesus Christ	je
The Lord Jesus Christ	lje

Many hundreds such might be added, but these are sufficient to direct the discreet learner, who may add more, or leave these, as he findeth them usefull.

CHAP. XVI.

Of the use of Poynting in this Art.

THose that have attained to a competent skil in this Art, will easily apprehend that there is no necessity of poynting or observing stops, unless at the beginning of a new head, or matter; but for the help of new beginners, who may make the scruple, I set down these directions.

1 At the end of a Sentence, either leave a distance about the space of a word, or else the ordinary prick or period may be used, which is thus (·) but least it should breed mistake, being used sometimes in the end of a word to signifie a Vowell, therefore set it at a distance a little lower then the line, thus (.)

2 The Interrogative point may be used in

in the common form, as it is in other writing, thus (?)

3 Parentheſis likewiſe as it is uſually expreſt with two ſemy-circles, thus ( ) For other points of leſſe uſe, as *Comma*, and *Colon* and the like, they may be wholly ommitted.

Thoſe that in the writing of Bibles, or Teſtaments, or any thing elſe, wherein they deſire to gain room by continuing the line, they may at the end of each Verſe uſe this Mark :. and ſo write on.

CHAP. XVII.

Concerning Numbers and Figures.

IT was thought by ſome an inconvenience in my former Book, that ſome of the Characters uſed for Figures, were put alſo for whole words; as the figure 3 for Grace, 4 for Heart, 5 for Becauſe, 6 for us: To prevent which, in this Art I make uſe of none, and therefore any number may be expreſſed by their proper Figures. Yet if it be a great number, you ſhall find that it will be eaſier to expreſs it by Characters then by Figures.

As

As for example, if the number be five, or 10 or 20 thouſand, it is ſooner ſet down by the Rules of this Art, then by Figures, as in theſe.

20000

200000

2000000

and the like.

CHAP. XVIII.

Of the Table.

I Have here in this new Art, left out many words that were in the Table of my former Book, they being eaſily written by the Letters: and yet I have ſet down as many as are fully ſufficient, and thoſe the moſt frequent words uſed in ordinary ſentences; and it will be a great eaſe in learning theſe, that (as in the former Rules, ſo) every one here are made up of the firſt letters, & therefore ſoon learned, and that the learner may be

be able to give a reaſon of every word in this *Art*, I have in the Table (as in the reſt) after the Characters, ſet down the Letters out of which each Character is made up. The Table is not only compoſed alphabetically, in that the words beginning with *A* are firſt, *B* next, and ſo of the reſt, but the words under each letter are ſet alphabetically; that is, thoſe whoſe ſecond letters are neareſt the beginning of the alphabet, are ſet down firſt, and ſo the reſt follow in order: The number of the words of the Table being fewer then before, I thought not fit to put them into a kind of ſenſe as in my former way, being eaſily retained in Memory without it.

A Table

A Table of the usuall English words.

A

Account		ac
Acknowledg		ak
Action		cn
Admoniſh		nſh
Afflict		af
After		ft
Againſt		ag
And		n
Angel		ang
Anger		ngr
Appear		gp
Apoſtle		np
Argument		arg
As		a

B

Baptize		bp
Becauſe		bc
Begin		bg
Behold		bo
Believe		be
Benefits		bf
Between		tw
Bleſs		bl
But		b

Call

C

Call		kl
Can		c
Care		kr
Cauſe		cſ
Chapter		ch
Charity		cy
Child		ch
Chriſt		cr
Church		cu
Comfort		cm
Confeſſe		fs
Congregation		kngr
Conſcience		co
Conſider		knr
Converſation		ſcn
Corrupt		krp
Covenant		cnt
Croſſe		kſ
Cuſtome		c

D

Dark		da
Delight		dl
Deliver		ddl
Deſtroy		dſt
Devill		de
Diligent		dlg

Doe		d
Doctrine		dk
Dwell		dw
E		
Earth		eh
Edifie		ed
Effect		ef
Egipt		eg
Elect		et
End		nd
Enemy		en
Epistle		ep
Even		eu
Evill		e
Example		ex
F		
Faith		fi
Fast		f.
Fear		f.
Feast		fe
Flesh		fl
For		f
Forbear		fb
Forgive		fr
Foundation		fnd
From		fm

Ful-

Fulfill		ff
G		
Generation		gnr
Generall		grl
Give		g.
Glory		gl
God		g
Good		oo
Goſpel		gſ
Grace		gr
Great		gt
H		
Hath		ht
He		h
Heart		hr
Heaven		ve
Help		lp
Heretick		yk
Him		hm
Hyporcite		yp
His		h·
Holy		hl
Holi-ghoſt		hg
Humble		hm
Hurt		rt

I

Jesus		je
Ignorant		ig
Increase		if
Iniquity		i
Instrument		mſ
Instruct		tſr
Inward		iw
Joy		iy
Is		i
Judge.		dg

K

Keep		kp
King		k
Kingdome		kng
Know		kn

L

Law		lw
Life		l
Like		lk
Long		lg
Lord		l

M

Made		md
Magistrate		mag

Man		m
Meditate		me
Mercy		mi
Mind		mn
Minister		mnſ
More		mr
Mortall		mo
Moſt		ſt
Multitude		mtd
Muſt		mſ
N		
Name		nm
Neglect		ngl
Neceſſity		nſt
Nevrtheles		ne
Not		nt
Nothing		no
Notwithſt:		ntw
Now		nu
Number		num
O		
O		
Of		o
Obſerve		obſ
Omnipot:		omt
Or		r

Order

Order		rdr
Our		o.
Outward		wa
Over		o·
P		
Patient		pc
Paſſe		
People		po
Particular		prt
Place		pl
Pray		pr
Principal		pl
Protect		pro
Provide		pru
Prove		or
Publick		pb
Purpoſe		pſ
Q		
Qualifie		qa
Quantity		qn
Quarter		qt
Queſtion		qu
R		
Ready		ri
Regard		rr
Rejoice		re

Religion		rl
Remember		rm
Repent		rp
Reprobate		ro
Reprove		rf
Reward		rw
Righteous		rg
S		
Sacrifice		ſi
Salvation		ſal
Sanctifie		ſnt
Scorne		ſo
Scripture		sk
Secret		ſc
Self		nf
Self-love		sf
Severall		ſn
Shall		ſh
Signifie		ſy
Sin		ſ
Small		ſm
Soule		ſl
Spirit		ſp
Stand		ſn
Strong		ſtr

T

Taſt		t
That		t
The		t
Them		tm
Themſelves		temſ
Then		tn
Theſe		no
Think		nk
This		y
Thoſe		tſ
To		to
Torment		trm
Trouble		tbl
Truth		th
Turne		rn

U

Verſe		ud
Underſtand		und
Unto		un
Voyce		uo
Up		u

W

Walk		lk
Was		w
What		wt

When		wn
Where		wr
Which		wh
Whom		om
Wicked		wk
With		wh
Wife		wi
Word		rd
Work		rk
World		wd
Worſhip		wo
Would		wl
Y		
Yee		y
Yet		yt
Your		yr
Z		
Zeale		z

CHAP. XIX.

Some Obſervations concerning the words in the Table.

WHen you have occaſion to compound any of the ſimple words in the Table, you may make the Character of the ſimple word, and add the reſt out of the letters or terminations: as for example, the firſt word in the Table is *Acknowledge*, w ch is thus ( ) if you be to write *Acknowledging*, joyne the Mark for *ing* to it thus ( ) if it be *Acknowledgeth*, make the Mark for *Acknowledge* as before, and then ſet *th* disjoyned in the place of E thus( ) The ſecond word in the Table is *Afflict*, if you be to write affliction, make the Mark for afflict which is thus ( ) then joyne ſion to it thus ( ) if it be *afflicted*, ſet D in the place of E disjoyned thus ( ) and ſo of the reſt.

For the Plurall number, although S come conveniently after moſt letters, yet becauſe it may ſomtimes be harder to join, you may make a prick or period behind the whole word,

word, as thus.

Cauſes Ends

Churches Effects

Benefits Epiſtles

And ſuch like.

CHAP. XX.

Generall rules for abbreviation by leaving out Letters, Syllables, or Words.

IN this Art we write only ſo many letters in a word as may ſerve to ſound that word, and leave out the reſt as ſuperfluous.

As for example, theſe letters may be left out in theſe words following.

A in ſeat, neat, leaven
B in womb, comb
C in ſchiſme, acquit
D in lodg, trudg
E in emptie, enſue
G in ſtreight, weight
H in chriſtian, inhabit
I in juice, neither
K in lack, ſuck
L in balme, calfe

N in ſolemne, condemne
O in trouble, people
P in tempted, emptie
S in baptiſme, Iſle
T in reflect, object
U in rogue, build
W in wrong, wrath, flow
Y in pray, day, lay

Secondly, in ſome words two letters, or more may be left out, and yet the word ſounded: *ch* may be left out in Schiſm, *gh* in night, taught, *ugh* in though, ſought, *ou* in harbour, labour.

Thirdly, in ſome words a whole ſyllable may be left out: As for Vehement, write Vement, for *Abraham*, *Abram*, for Victuall, Vittell, *&c.*

Fourthly, ſomtimes letters may be changed for others that ſound like them, and are ſhorter: As *f* is ſounded in the beginning of a word like *ph*, and may be written in ſtead of them: As for example, for *Pharaoh* write *Faraoh*, for phantaſie, fantaſie, for *Phillip*, *Fillip*, *&c.* Likewiſe in the end of a word *f* is ſometimes ſounded like *ugh*, and may be written for them: As in theſe, for rough, write Ruf, for Tough, write Tuf, *&c.* K hath

the

the ſound of *ch*, and may be written for them: As for Hierarchy, write Hierarky, for Choler, Koler, *&c.* X hath the ſound of diverſe of the double Conſonants, and may be written in their ſtead: As for example, it is ſounded like *cc* in Acceſſe, Accident; like *cts* in Parts, Effects, like *cks* in Mocks, Blocks, for which you may write Axeſſe, Axident, Pax, Effex, Mox, Blox, &c. And commonly when S commeth immediatly after K, they togeither have the ſound of X, and that may be written for them.

Fifthly, E may be left out in many words, In the beginning of words, when the ſound of it is drowned in the following letters, as always before X. As in Extream, Excell, Exceed, for which write Xtream, Xcell, Xceed. Alſo when it commeth before M N or S in the beginning of a word, it may for the moſt part be left out.

Sometimes E may be ſpared in the middle of a word: As for Alter, Platter, write Altr, platr.

In the end of a word it may alwayes be left out, if it ſerve only to make the Syllable long, as in theſe, Feare, Shame, Theſe, Doe, and ſuch like.

Sixtly,

Sixthly, when a Conſonant is doubled, one may be left out; as for bb ff ll, write b f l, as for ſtabb, write ſtab, for affect, afect, for Colledg, Coledg, &c.

Seaventhly, in the end of ſome words 2 or 3 Syllables may be left out, and yet no hinderance in reading of them: as for Incomparable, write incompar: Unutterable, write unutter; for Tranſubſtantiate, tranſubſtan, &c. But be ſure that which you leave out be in the end of the word, not in the beginning or middle.

Laſtly, in ſome Sentences whole words may be omitted, which yet in reading muſt be implied; as in theſe.

In the beginning God created the Heavens and the Earth: for which you may write, *In beginning God created Heavens and Earth.* And for this, *God ſo loved the World, that he ſent his Son*, write, *God ſo loved world, that ſent ſon*, &c. Thoſe that will make uſe of this Direction, muſt take heed they leave out no principall word in a ſentence, but ſuch as the ſenſ will bring in, which muſt be diſcerned by the diſcretion of thoſe that uſe it, and then will prove a great help, eſpecially when you write after one that ſpeaketh too faſt for you.

Thus

Thus, by the bleſſing of God, I have finiſhed this *New Art of Short Writing*, wherein I have made every thing as plain and eaſie as is poſſible to doe in black and white.

If there ſhall yet remain any ſcruple in any that ſhall goe about to learne; if they pleaſe to repaire to my Houſe, I ſhall be ready, the beſt I can, to reſolve them.

FINIS.

The Lords prayer

The Articles of the Creede

The ten Commandements